

~~CONFIDENTIAL~~

22 JAN 1957

MEMORANDUM FOR: Director of Logistics

FROM : Deputy Comptroller

SUBJECT : Payrolling of Administration Building
Printing Plant Employees

REFERENCE : Memorandum from Acting Director of Logistics
dated 17 December 1956, Subject - Preparation
for the Merger of GPO - State Service Printing
Plant with Agency Facilities.

1. Your suggestions in reference relative to the payment of salaries to the printing plant employees located at the Administration Building, who transferred to this Agency effective 13 January 1957, have been carefully considered.

2. All employees of this Agency are paid their salaries on the second Friday after the end of the pay period and it is considered desirable and necessary that there be no exceptions to this policy. The adjustment of paydays from the first Friday after the end of the pay period to the second Friday for those employees of the printing plant who transferred to this Agency shall be effected in a manner which will reduce to a minimum the inconvenience to them. It is planned to accomplish this adjustment by paying these employees their first salary payment from the Agency on the second Monday (4 February 1957) after the end of the 13-26 January 1957 pay period and thereafter one day later each subsequent pay period until their payday coincides with the payday established for the Agency.

3. The salaries of all headquarters' employees are paid by check each payday and it has been determined that it would create considerable additional administrative and security expense to pay the printing plant employees or any other employees in cash as compared to the cost of paying employees by check. This Office believes, therefore, that the facts and circumstances relating to the printing plant at the Administration Building are not such as to justify an exception being made to the established uniform Agency practice of paying headquarters' employees by check.

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TAS/HMJ/bw (18 Jan. 1957)

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